



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EDUCATION ADMINISTRATION PROG CNSLTNT I

Job Number: 20001094

Job Code: 53130V000101

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under limited supervision, provides consultative services and technical assistance to local school district personnel and other state and private educational agencies in the development, coordination, implementation and monitoring of their educational programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in education.

EXPERIENCE:

Must have three years of professional experience in education, vocational education or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Current Rank II or Rank I certification by the Department of Education or Education Professional Standards Board will substitute for the required educational requirement. Additional professional experience in the field of education will substitute for the required educational requirement on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides technical assistance reflecting the goals of K.E.R.A. to local school districts, vocational regional coordinators and other administrators in implementing and/or maintaining various educational programs. These programs include: primary, middle school and secondary curricula and instructional programs, secondary vocational education programs and services, foundation programs, pupil transportation, facilities management, in service, pupil attendance, recognition, insurance, school based decision making, mandated testing, mandated achievement assessment, safety, compensatory education, and/or migrant education programs. Plans and conducts in service training programs. Develops, recommends and implements procedures, guidelines and criteria for evaluating programs. Conducts program review visits to local school districts and other educational institutions. Disseminates results of program evaluations to local education agencies and Department of Education personnel. Develops research and exemplary proposals (contracts) that relate to program improvement. Recommends the allocation of resources available for research programs. Works with colleges and universities to obtain data for use in federal and state reporting. Prepares annual reports. Interprets and applies laws, rules and regulations as related to particular programs. Serves as a liaison between local school districts and the Department of Education. Serves on committees and task forces. Develops and disseminates brochures and other types of information which describe available services from the Department of Education. Develops applications and evaluation forms for assigned programs. Develops and revises training modules.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or school setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.